

# WIRRAL GRAMMAR SCHOOL FOR BOYS



**HEAD OF FACULTY**  
**Business, IT, Languages & Law**

**Required 1<sup>st</sup> September 2025**  
**Leadership Scale L7-11**

**Permanent**



## LETTER OF INTRODUCTION



Dear Applicant,

Thank you for your interest in the position of Head of Faculty at Wirral Grammar School for Boys. We are looking for an enthusiastic and committed Head of Faculty who can teach Business & Economics and who recognises the positive impact that grammar schools have, will advocate our school values and contribute to the wider educational development of our students.

The information contained in this pack will help you to not only understand the post which is being advertised, but also give you a sense of life at Wirral Grammar School for Boys. There are over 1000 students on site. Our planned admission number increased from 155 to 170 in Year 7 in September 2024, and we recruit students into the Sixth Form, WGSB6 from other local schools and further afield. From September 2025, we will be working in partnership with Wirral Grammar School for Girls in the Sixth Form.

Our students achieve excellent examination results. In 2024 at A level, over 30% of all grades were A\*- A and 80% at A\*- C. In GCSEs, 99.5% of all grades were 9 - 4, with a Progress 8 score of +0.32. However, an education at WGSB is focused upon much more than that. We believe that by offering a variety of experiences and seeing participation rates in extra-curricular activities regularly top 90% in each year group, our students find a place where they feel that they belong. Happy, healthy students achieve great outcomes.

This is true for our staff too. We have put in a huge amount of effort over the past couple of years to remodel teaching and support staff structures and ways of working. Staff wellbeing was at the very centre of our INSET programme last year and we are constantly looking at ways to reduce unnecessary workload; our staff love working here.

If you are interested in this position, it is important that you share our school values and the vision of providing the best quality education for bright young people across the Wirral, regardless of their background.

Should you require any further information, please do not hesitate to contact me at school on 0151 644 0908 or by email to Anna Groves ([recruitment@wirralgrammarboys.com](mailto:recruitment@wirralgrammarboys.com)).

Yours faithfully

Headteacher



## **Head of BILL (Business, IT, Languages & Law) Faculty, Head of Business & Economics Department and Teacher of Business & Economics**

### **Leadership Scale L7-11**

**Required 1<sup>st</sup> September 2025**

**This is an excellent opportunity for a forward-thinking Teacher of Business & Economics who is passionate about their subject and is ready to sit on the School's Leadership team and utilise their strong leadership skills and vision for growth to lead the Business, IT, Languages & Law Faculty, whilst inspiring our students and staff.**

### **Context**

In September 2024 the school undertook a restructure of staffing, creating a Faculty system. Heads of Faculty form part of the Leadership Team which makes all the school's strategic decisions.

The BILL Faculty consists of the Business, IT, Languages & Law Departments and is one of eight faculties at Wirral Grammar Boys. All Heads of Faculty make up the broader Leadership Team at WGSB and meet weekly on a Wednesday at 8am.

As Head of BILL Faculty, you will also be Head of the Business and Economics Department and will teach Business to KS4 & 5 and Economics to KS5. It is therefore essential you have the ability to teach KS5 Economics. Students are taught in mixed ability classes. In Years 10 and 11, they have 5 one-hour lessons per fortnight in Business and during A Levels they have 10 lessons per fortnight in Business and 10 hours per fortnight in Economics.

The hard work and focus on a strong curriculum has enabled the Business & Economics department to consistently achieve excellent Progress 8 scores, being one of the highest in the school. The department achieves superb results. In 2024, 98% of all GCSE grades were 4 and above and 43% of students gained Grade 7 or higher. The department takes its responsibility of providing first-class teaching seriously and we take every opportunity to ensure that our students achieve the highest possible grades.

This department continues to be very popular and numbers continue to increase each year. This year, we have 178 students studying Business at Key Stage 4 with 149 taking either Business or Economics A Level in Key Stage 5. We expect these figures to be sustained moving forward.

The Department also acknowledges the need for teacher well-being and sees it as being crucial to a successful teacher. To support this, we have shared schemes of work for all year groups so that planning is minimal and a reasonable feedback policy. The department is warm and supportive with a good sense of humour, coupled with a passion for the subject.

### **Head of Faculty Job Description**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.



### **Job Purpose**

To provide professional leadership and management of the faculty area in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

### **Objectives**

1. To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
2. To be accountable for student progress and development within the whole curriculum area.
3. To develop and enhance the teaching practice of others.
4. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the whole curriculum area, in accordance with the aims of the school and the Curricular Policies determined by the Board of Trustees and Headteacher.
5. To make a valuable contribution to the management of the whole school.

### **Key Tasks**

- Development of appropriate syllabuses, resources, Schemes of Work, marking policies, assessment.
- To actively monitor and support student progress.
- To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To manage and ensure effective resource management/planning for the curriculum area. To ensure that the planning activities of the curriculum area reflect the needs of students within and the aims and objectives of the school.
- To ensure that Health & Safety policies and practices, including risk assessments, throughout the curriculum area are in line with national requirements and are updated where necessary, therefore liaising with the school's Business Manager.

### **Main Responsibilities as Head of Faculty**

- To liaise with the Leadership Group Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self Evaluation.
- To be accountable for the development and delivery of curriculum area subjects.
- To lead curriculum development for the whole area.
- To keep up-to-date with national developments in the curriculum area subjects and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Leadership Group Line Manager to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in curriculum area subjects.
- To ensure that the development of curriculum area subjects is in line with national developments.
- To implement curriculum area self-review and contribute to self-evaluation and planning.
- Motivate and engage students through the development of systems that promote pupil voice.
- To establish challenging targets within the curriculum area and to lead the team towards their achievement.

### **Management and Assessment**

- To ensure that any information concerning the curriculum area is accurate and up-to-date on the school management information system.
- To make use of analysis and evaluate performance data.



- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress and the action taken.
- To produce reports within the quality assurance cycle for the curriculum area.
- To produce reports on examination performance, including the use of value added data.
- In conjunction with the relevant Senior Manager, to manage the curriculum area collection of data.
- To provide the Board of Trustees with relevant information relating to the Curriculum Area's performance.
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases, contribute to school newsletters.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the developments of effective subject links with external agencies.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the curriculum area Budget, acting as a Cost Centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.

### **General Duties**

- To monitor and support the overall progress and personal development of students within the curriculum area.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to PSHE, Citizenship and Enterprise Education according to school policy.
- To ensure that the Behaviour Management Systems are implemented in the Faculty/Department so that effective learning can take place.
- Setting, monitoring and ensuring high standards of behaviour in line with school policy.
- To adhere to the policies and procedures of Wirral Grammar School for Boys.
- To carry out 'the duties of a schoolteacher' as set out in the Schoolteachers' Pay and Conditions Document & Teacher Standards.
- To share in the corporate responsibility for the development and well-being of all students.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the Academy community based on mutual respect between students and staff.
- To take a pro-active part in the Academy's performance management system, both as a reviewer and reviewee, with the ultimate aim of improving standards of teaching and learning in the Academy.
- To take reasonable care of one's own health and safety and that of others.

### **Ethos**

Promoting the ethos of the School, as expressed in the mission and vision statements, is a shared responsibility to which all staff make a significant contribution.

### **Notes**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

A separate Head of Department and Subject Teacher job description can be found in the Appendix.



## Application process

The closing date is Wednesday 26<sup>th</sup> March 2025 at noon, with interviews taking place the following week. Should you wish to visit the school prior to submitting your application, please email Anna Groves [recruitment@wirralgrammarboys.com](mailto:recruitment@wirralgrammarboys.com)

In your application you should include the following:

- Completed Application Form
- Recruitment Monitoring Form
- A letter of application in which you address the following using each as a **separate heading**:
  - Why I want to be Head of BILL Faculty at Wirral Grammar School for Boys
  - What my first 3 priorities would be if I was appointed
  - What else I would bring to enhance the broader education of the students at WGSB

Successful shortlisted candidates will be invited to interview, however, if you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

Feedback is always offered to candidates who attend for interview but who are not appointed. **We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.**

Applications **together with all supporting documentation (as indicated in the application process above)** should be emailed to [recruitment@wirralgrammarboys.com](mailto:recruitment@wirralgrammarboys.com)



## LIFE AT WGSB

WGSB is an oversubscribed grammar school of around 1100 students aged 11 to 18, including sixth form of over 260. We are one of 163 selective grammar schools in England and are a stand-alone academy. Increasingly we are seeing external applicants join the sixth form which is further energising our student body.

We are very much a community-centred and inclusive school. The socio-economic mix of our school is not typical of other grammar schools and as such we believe that academically minded and talented students, regardless of their background or needs, should have equal opportunities to benefit from a grammar school education.

Our school motto is '*Sapientia Ianua Vitae*' or 'Wisdom is the Gateway to Life'. We want our students to discover more through their learning, thrive in our positive environment and develop a true sense of belonging.

### Our Values

- **A culture of care and compassion that has at its centre the wellbeing of all within the community.**
- **A school that offers a breadth and variety of opportunities and experiences to all students.**
- **An environment where all students aspire to meet or better their personal best every day.**
- **A population of unity where commonalities are celebrated, and difference is valued and nurtured.**

At WGSB our combination of core values, educational excellence and caring, committed staff provides an enriching environment in which to learn. We have offered a distinct education on the Cross Lane site since 1931 and continue to do so.

A good school gets the fundamentals right by building high standards across all aspects of school life and embedding and sustaining these standards within the habits and routines of its daily life... but we don't want to just be good, we want to be great for our students and our community.

Every day we want our students to discover, thrive and feel that they belong here.

We constantly review the curriculum on offer to our students, and we work hard to ensure that teaching is of the highest quality and learning is both interesting and fulfilling. But this is only part of the education that is on offer. Our co-curricular programme offers genuine enrichment inside and beyond the classroom.

Sport (rugby, hockey, cricket, basketball, table tennis, athletics, handball) music (rock band, samba band, pop choir, multiple ensembles), theatre, art, textiles, D of E Award, chess, board games, creative writing, charity work... the list goes on. Thanks to the commitment of our incredible staff, what is on offer here at a state school is remarkable, providing that all-round education that we want our students to have access to. Because, for us it is important that the students mature into confident young adults, equipped with the qualifications and skills that they will need to make their next, successful steps in life.



## STAFF WELLBEING

The wellbeing of staff is central to the approach taken by Governors and the Leadership Team at WGSB. We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours.

WGSB is a supportive institution with exceptional rates of staff retention. Our new staffing structure incorporating faculties has created new progression opportunities.

Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff are fully consulted on the academic calendar
- Reduced data collections and reporting
- Student Enrichment and Staff Wellbeing Lead in place
- Governors that meet regularly with staff to gather feedback, both monitoring and responding to staff needs.
- Greater PPA time than national recommendations
- One PPA per fortnight at home – either at beginning or end of the day
- A flexible and generous approach to family appointments and child events (including Family Flexi Day)
- Staff cake baking events
- Weekly complimentary fruit and pastries mornings
- Opportunities for professional development always considered
- Peer-led approach to lesson drop-ins, moderation and curriculum development
- Broad and open leadership team structure who are visible and accessible
- Headteacher 'Open Door' policy

***We hope you can join us!***





## **Appendix 1**

### **Standard Post Description (Curriculum Leader)**

<b>Job Title:</b>	<b>Head of Department</b>
<b>Responsible to:</b>	<b>Faculty Head and Headteacher</b>
<b>Location:</b>	<b>Wirral Grammar School for Boys</b>

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

#### **Job Purpose**

To provide professional leadership and management of the subject area in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

#### **Objectives**

1. To raise standards of student attainment and achievement within the subject area and to monitor and support student progress.
2. To be accountable for student progress and development within the subject area.
3. To develop and enhance the teaching practice of others.
4. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the school and the Curricular Policies determined by the Board of Governors and Headteacher.
5. To make a valuable contribution to the management of the whole school.

#### **Key Tasks**

- Development of appropriate syllabuses, resources, Schemes of Work, marking policies, assessment.
- To actively monitor and support student progress.
- To work with colleagues to formulate aims, objectives and strategic plans for the subject area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To manage and ensure effective resource management/planning for the subject area. To ensure that the planning activities reflect the needs of students within and the aims and objectives of the school.
- To ensure that Health & Safety policies and practices, including risk assessments, throughout the subject area are in line with national requirements and are updated where necessary, therefore liaising with the school's Premises and Health & Safety Manager.

#### **Main Responsibilities as Head of Subject**

- To liaise with the appropriate Leadership Team Line Manager (Head of Faculty) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self Evaluation.



- To lead curriculum development for the subject.
- To keep up to date with national developments in the subject as well as teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with Leadership team to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in the subject.
- To implement subject area self-review and contribute to self-evaluation and planning.
- Motivate and engage students through the development of systems that promote pupil voice.
- To establish challenging targets within the subject area and to lead the team towards their achievement.

### **Management and Assessment**

- To ensure that any information concerning the subject is accurate and up to date on the school management information system (Bromcom)
- To make use of analysis and evaluate performance data
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress and the action taken
- To produce reports within the quality assurance cycle for the subject area
- To produce reports on examination performance, including the use of value-added data
- In conjunction with the relevant Senior Manager, to manage the subject area collection of data
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases, contribute to school newsletters
- To lead the development of effective subject links with partner schools and the community, attendance and the effective promotion of subject at Open Days/Evenings and other events
- To actively promote the developments of effective subject links with external agencies
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the subject area budget, acting as a Cost Centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records

### **General Duties**

- To monitor and support the overall progress and personal development of students within the subject area.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.
- To contribute to PSHE, Citizenship and Enterprise Education according to school policy.
- Setting, monitoring and ensuring high standards of behaviour in line with school policy.
- To adhere to the policies and procedures of Wirral Grammar School for Boys.
- To carry out 'the duties of a schoolteacher' as set out in the Schoolteachers' Pay and Conditions Document & Teacher Standards.
- To share in the corporate responsibility for the development and well-being of all students.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the School community based on mutual respect between students and staff.
- To take reasonable care of one's own health and safety and that of others.



## Appendix 2

### Standard Post Description (Subject Teacher)

**Job Title:** Teacher of Business & Economics

**Location:** Wirral Grammar School for Boys

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

#### Job Purpose

To provide the highest quality of education, care and preparation for life for all students at Wirral Grammar School for Boys in accordance with the Teacher Standards.

#### Main Responsibilities as a Subject Teacher

- To participate with other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses.
- To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and backgrounds whilst ensuring individual student progress.
- Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student to promote a love of learning and student's intellectual curiosity.
- Impart knowledge and develop understanding through effective use of lesson time.
- To maintain an up-to-date knowledge of the subject and utilise a range of teaching methods in line with currently acknowledged best practice.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired on a regular basis according to Wirral Grammar School for Boys' homework policy.
- To use directed time to actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities where appropriate.
- To fully incorporate the teaching of skills including Numeracy, Literacy, Mathematics and Communication into subject delivery.

#### Management and Assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- To take responsibility for particular aspects of the subject(s) in consultation with the Head of Department and Head of Faculty.
- Use relevant data to monitor progress, set targets and plan subsequent lessons.
- Be accountable for students attainment, progress and outcomes.



- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- To register each class using Bromcom according to school procedures.
- To keep appropriate records and to complete assessments and profiles of students as required by Wirral Grammar School for Boys' policy.
- To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience.
- To monitor and control the use and storage of teaching materials, books and equipment.
- To supervise the use and care of Wirral Grammar School for Boy's fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations.

### **Pastoral Support**

- Communicate effectively with parents/carers with regard to students' achievements and well-being.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- To alert Leaders and other pastoral staff where appropriate to problems arising with individual students in accordance with whole-school policies.
- To participate actively in meetings with colleagues and parents/carers.
- To attend INSET sessions and working parties related to new initiatives in teaching and learning.

### **General Duties**

- To adhere to the policies and procedures of Wirral Grammar School for Boys
- To carry out 'the duties of a schoolteacher' as set out in the Schoolteachers' Pay and Conditions Document & Teacher Standards.
- To share in the corporate responsibility for the development and well-being of all students.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the Wirral Grammar School for Boy's community based on mutual respect between students and staff.
- To take a pro-active part in Wirral Grammar School for Boys' performance management system, both as a reviewer and reviewee, with the ultimate aim of improving standards of teaching and learning at Wirral Grammar School for Boys.
- To take reasonable care of one's own health and safety and that of others.

### **Notes**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

